



Leir

Language Education Ireland

Host Family booklet



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Leir Education, 18 Eyre Street, Newbridge, W12C795, Co. Kildare, Rep. Ireland. Web: <https://leir.academy> / Email: peter@leir.academy

Leir, Leir Education & Leir Language Academy are registered trade names of Leir Education Limited registered in Ireland company number 536868

Directors: M. Rosa Terrassa Crespi & P. Donnelly (Company Secretary)



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1. Mission Statement

Leir Education Limited aims to provide our foreign guests with the highest standard of Irish hospitality, cultural and educational experience. "We value our concept as one that believes that learning can and should be fun, education has many different forms and our host families, teachers and centre providers as partners play a large part in the process of excellence we strive to achieve as we manage our business to the highest international standards"

2. Introduction

Leir Education is family run and commenced business in 2013. Run by husband and wife team Peter & Rosa. Very quickly the business has progressed and has grown to its present position as a result of developing a business model based on quality of care; respect of values; and a belief that language education and family life can be one; it's a combination of these elements along with careful management and planning that helps the Leir Education concept the way forward for the learning of English in Ireland.

3. What is Leir?

Leir is a Kildare based educational organisation, established in 2013, which provides various language programmes for foreign students primarily in County Kildare. The objective of these courses is to help our students improve and develop a better command of the English language, a better knowledge of our country, culture and its people.



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4. **Dear Host Family,** Thank you for considering hosting one of our students and by doing so offering them the opportunity to share your family life. Your guest is going to stay a few weeks or months in our country to improve his/her English. He/she has chosen to stay with a family not only for this reason but also to learn about our way of life. You have a key role to play in both aspects of his/her stay. We are grateful to you for helping your guest to improve his/her knowledge of English by talking and encouraging him/her, and most of all, by making your guest feel part of your family. You will find, in the following pages, answers to questions you are probably asking yourself and practical advice to help you in your task as a Leir host family partner. Also please visit our website <https://hostfamily.leir.academy> to register and gain a valuable insight into our organisation.
5. **Who is your Guest?** We usually cater for students between the ages of 10 and 17, who have been studying English in school for at least one year. Of course no distinction is made on the grounds of colour, race, or religion etc. These guidelines are intended mainly for students within this age bracket.



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6. Arrival

Contained in your welcome pack will be all the required information required such as the meeting point and the arrival time of your guest. You will receive a text message when the student is on route. We will provide you with the necessary flight details in advance so you can check the punctuality of the flight online etc. Please be there to meet and greet your guest personally. At the meet and greet reception, you will be introduced by a representative from Leir Education to your student. As He or she has a long journey and will be tired it is advisable to allow them a little time to readjust and to avail of the light refreshments which will be made available to you all, this all helps in “breaking the ice” and making him or her welcome on arrival.

7. You're Fee?

Payment of hosting fees will be by bank transfer and will be paid as per schedule included in your “Welcome Pack” and to the bank details as specified by you. We please ask that you never discuss or mention any administrative matters in to or in your student’s presence. On rare occasions, for various reasons, it may happen that a student has to be relocated. Leir Education reserves the right to do this and your fee will reflect the duration the student has spent with you.



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8. The Host Family Application Process:

Leir Education will come and visit you before your first hosting and annually thereafter. When requesting to receive a language student through Leir Education you will be required to go through our Host Family process which naturally as I'm sure you appreciate involves the completion of forms and the signing of agreements etc. and by doing so you are agreeing to comply in full with the necessary laws governing child care and welfare Acts.

For families who have hosted students previously, updating your host family data every year is compulsory. Please inform Leir Education if any information on the host family application forms becomes inaccurate, e.g. change of status, address, number of residents in the home etc. Also inline with current legislation, Leir Education requests that each family agree to Garda Vetting regardless of any previous applications. Thank's in advance for your co-operation. The full application can be done on-line as a member of <https://hostfamily.leir.academy>, its fast & simple.





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9. Home-stay Accommodation

Code of Practice for Host Families

- a) Encourage the student to speak English as much as possible. It is understood that the language spoken in your home is English. You should discourage your student from spending too long alone in his/her room or from spending long periods on the computer. Integration is a key element of your student's learning. English sub-titles on the TV will be a great help to your student while giving the opportunity for further integration and communication.
- b) It is the policy of Leir Education not to have two students of the same native tongue with any one Host Family unless agreed in writing and at the request of the student's family. Leir Education (Limited) is under contract not to place a student in a home with more than two other foreign students.
- c) A proper state of cleanliness, order and good repair in the home is required at all times.
- d) Provide the student with a balanced and appropriate diet.
- e) Respect the student's different cultural background and be sensitive to the particular needs of the student.
- f) Provide a home environment in which it is possible for the student to carry on his/her English studies properly.





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10. Home-stay Accommodation

- g) You are required to provide a clean and comfortable room for the student, with sufficient space, in your home. The room should also be equipped with adequate natural light, ventilation and heating, a window that can be opened and a door that can be closed. The room can be a single or twin bedded room (maximum 2 persons per room). In the case of sharing a bedroom the two students must be of same sex and of similar age (the age difference must not exceed 4 years) - for example, the student should not share the room with one of your younger children. The student should have access to a chair and a table suitable for writing with sufficient lighting so He / she can complete his / her studies.
- h) There should be adequate hanging and drawer space for clothes and belongings (such as a wardrobe or a chest of drawers); a good supply of bedding, pillows and towels; adequate washing facilities and access to the bathroom as a member of the household, with baths/showers available daily and reasonable and regular laundry facilities. During winter time, do not forget to provide extra bedding. Please ensure your student is not cold and is as comfortable as possible.
- i) As your student is considered a minor by Law he or she must be monitored and a responsible adult must always be present while the student is in your care. The student must never be left alone in your or another's home.
- j) Your student cannot be expected to do housework or childminding.





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11. Home-stay Accommodation

- k) A person living alone or a couple without children does not qualify to become a Leir Education Host Family.
- l) It is important that your student is given your correct telephone number and a back-up contact number. A good tip is to swap phone numbers with your student on the very first day. This can be done at no cost by having your student send you a missed call. The international telephone code for Ireland is 00353 drop the 0 of the local area code e.g. 045 changes to 0035345 or 087 changes to 0035387.
- m) Use of the Internet and or Skype is a requirement of meeting the criteria of becoming a Leir Education Host Family as it is a very effective method of communication between you, parents and their child.

12. First Contact with your Student

You will receive as much information about your student from Leir Education weeks in advance of your student arriving. Please do not hesitate to contact us should you have any queries. Our process of pairing host families with students is vigorous and detailed and all information is only gathered for the sole purpose of finding the best possible match between students / host families. All information received is held in confidence and not disclosed to any third parties this includes any allergy, medical or special dietary requirements. Should any student fail to come for any reason, every effort will be made to find a replacement. Leir Education cannot, however, accept responsibility for the last minute cancellation of a student and no compensation will be paid in the event of such a cancellation.



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13. **Your Welcome Pack:** Host families and Students will have in advance of departure and arriving been provided a "Leir Education Welcome Pack" and "Host Family Guidelines" these are very important, as they contain valuable information and tips which will help you get the very best from the Leir Education Hosting Programme as well as the Students Leisure, educational and cultural programme of activities that he/she will be involved in during their stay in Ireland. Please note that all activities contained in the programme are compulsory unless otherwise agreed in writing.

14. Your Students welfare

- a) **Food:** You are expected to provide full board to your guest. Keep in mind that students will appreciate varied meals. Mealtimes provide an excellent opportunity to get to know each other and an excellent stimulus for communication. Eating together can play a vital role in ensuring that your student enjoys the time they spend with your family.
- b) **Breakfast:** Students require a substantial breakfast (i.e. cereals, toast, and fruit juice, tea/coffee/hot chocolate).
- c) **Lunch:** Your student must be provided with a packed lunch. The standard packed lunch includes: a minimum of 2 sandwiches (or the equivalent) a piece of cake or some biscuits, a piece of fruit or yoghurt and a drink (usually water). Please try to vary the sandwich element of the lunch with different fillings each day. Sometimes students prefer to have a small salad in a box with a separate dinner roll. There are also wraps and brown bread available to help bring a variety to the lunch box. A packed lunch should be provided on the excursion day (s) and on the day of departure.





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15. Your Students welfare

- d) **Breakfast:** Students require a substantial breakfast (i.e. cereals, toast, and fruit juice, tea/coffee/hot chocolate).
- e) **Lunch:** Your student must be provided with a packed lunch. The standard packed lunch includes: a minimum of 2 sandwiches (or the equivalent) a piece of cake or some biscuits, a piece of fruit or yoghurt and a drink (usually water). Please try to vary the sandwich element of the lunch with different fillings each day. Sometimes students prefer to have a small salad in a box with a separate dinner roll. There are also wraps and brown bread available to help bring a variety to the lunch box. A packed lunch should be provided on the excursion day (s) and on the day of departure.
- f) **Evening meal:** Please prepare a cooked evening meal. Please make sure that your student knows what time you have dinner. He/she must be back home in time to take this meal with the family unless otherwise notified by Leir. Dinner time with the family can be the most important English Lesson of the day.
- g) **Laundry:** Please indicate right from the start what the household laundry system is and when you usually do you're washing. A older (teenager) student may prefer to do his/her own laundry. Bed linen and towels should be changed minimum of once a week.
- h) **Sanitary Items:** In order to avoid possible inconvenience to yourself and perhaps embarrassment to the student, we suggest you place a waste bin and some disposable bags in the student's bedroom for the disposal of these items.
- i) **Money:** You should, under no circumstances, advance money to your student. Leir Education will not be responsible for any debt contracted by any student.
- j) **Holidays:** We regret that you cannot host a student if you are going away on foreign holiday for any portion of the time of the student's stay. Your student must not, even temporarily be entrusted into the care of another family. An over-night stay application form is available on our website.



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16. **You're Students Health:** Should your guest fall ill or some other incidents occur, please call us immediately, even if the matter seems trivial, as this is of extreme importance to us. Please do not contact the parents of the student regarding this matter. Protocol is that the Agency must advise the parents of such matters. We insist the students carry their Euro Med Card (if applicable) and their own insurance for medical cover.
17. **Weekend Breaks:** If you would like to take your student away for a weekend, you must obtain permission from the management Leir Education, who in turn will liaise with the student's parents. The "Over-Night stay application form" can be completed on-line within your private members area at <https://hostfamily.leir.academy>
18. **Leir Education – Courtesy Visits:** Courtesy visits to Host Families are often scheduled as part of our communication process and to ensure both host Families and students are happy and to discuss any concerns or questions either might have. Thank you for facilitating these visits.





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19. How we expect your Student to behave

- a) **Telephone:** Most students have mobile phones but if they must use your landline, they must use a pre-paid International Calling Card. Your telephone must be available to the student for incoming calls; it is advisable that this be managed carefully as per recommendations covered in our "Welcome Pack" and "Host Family Guidelines"
- b) **Curfew Guidelines:** Generally, students under 16 years may not go out without adult supervision after the evening meal. Students 16 years / 18 years may go out, unsupervised, with their parent's permission. If you allow a student to breach these guidelines; you will be personally liable for any consequences. (If you are in any doubt about matters relating to the curfew please contact us at Leir Education). Students on our summer programmes are expected to be home by fall of darkness unless they are with their host family. For students on other programmes curfew guidelines will be advised in the confirmation letter to the Host Family.
- c) **Vehicles:** Students are not authorised to operate bicycles or any sort of motor vehicle including cars, motorcycles, scooters or water vehicles. Where an adult student is in possession of a driver's licence, the student must arrange separate insurance cover.
- d) **Smoking:** Your student might be a smoker or have his/her parents' permission to smoke, but he or she must comply with the rules in your home. It must be noted that in Ireland it is illegal to smoke under the age of 18 years old.





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20. What about problems?

Contact us without delay if you feel something is going wrong, even if the matter seems quite trivial, or in the case of repeated misbehaviour or non compliance with certain rules. It is in your interest to report any problem before your student leaves, to give Leir Education an opportunity to intervene and to resolve any issues if possible.

We regret that Leir Education Limited cannot be held responsible for any damage or additional expense which a student may cause to the host-families property. Any damage has to be covered by your own household insurance. Please advise your insurers that you intend to keep foreign students.

We hope this booklet has gone a considerable distance in covering the details you need to know and will help you evaluate the benefits of becoming a Leir Education host family and guide you to having a successful time with your student should you wish to apply.

If you have any questions and or wish to officially apply to become a Leir Education Limited Host Family, please send us an email to peter@leir.ie or apply on line at our website hostfamily.leir.academy or call Peter at 0862653548



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21. Provisional programme of activities: SAMPLE ONLY Class program

Week1	10:00 – 13:00	13:00 – 14:00	14:00 – 16:00	19:00 – 21:00
Monday	English Classes	Lunch	After School Activities	
Tuesday	English Classes	Lunch	After School Activities	
Wednesday	English Classes	Lunch	After School Activities	Social Activity
Thursday	English Classes	Lunch	After School Activities	
Friday	English Classes	Lunch	After School Activities	
Saturday	Day with Host Family			
Sunday	Excursions – Glendalough, Dublin o Killkenny			

Week 2	10:00 – 13:00	13:00 – 14:00	14:00 – 16:00	19:00 – 21:00
Monday	English Classes	Lunch	After School Activities	
Tuesday	English Classes	Lunch	After School Activities	
Wednesday	English Classes	Lunch	After School Activities	Social Activity
Thursday	English Classes	Lunch	After School Activities	
Friday	English Classes	Lunch	After School Activities	
Saturday	Day with Host Family			
Sunday	Excursions – Glendalough, Dublin o Killkenny			

Week 3	10:00 – 13:00	13:00 – 14:00	14:00 – 16:00	19:00 – 21:00
Monday	English Classes	Lunch	After School Activities	
Tuesday	English Classes	Lunch	After School Activities	
Wednesday	English Classes	Lunch	After School Activities	Social Activity
Thursday	English Classes	Lunch	After School Activities	
Friday	English Classes	Lunch	Show / Awards etc	
Saturday	Day with Host Family			
Sunday	Excursions – Glendalough, Dublin o Killkenny			

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